

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Pro Se*April 03, 2025  
CLERK, U.S. DISTRICT COURT  
WESTERN DISTRICT OF TEXASBY: \_\_\_\_\_ v1  
DEPUTY

**UNITED STATES DISTRICT COURT**  
**WESTERN DISTRICT OF TEXAS**

|              |  |
|--------------|--|
|              | CASE NUMBER  |
| v.           | PLAINTIFF(S)   |
| DEFENDANT(S) | <b>APPLICATION FOR PERMISSION<br/>TO FILE ELECTRONICALLY</b> |

As the  Plaintiff  Defendant in the above-captioned matter, I respectfully ask the Court for permission to participate in electronic filing ("e-filing") in this case. I hereby affirm that:

1. I have reviewed the Administrative Policies and Procedures for Electronic Filing in Civil and Criminal Cases and the Local Court Rules available on the Court's website at [www.txwd.uscourts.gov](http://www.txwd.uscourts.gov).
2. I understand that once I register for e-filing, I will receive notices and documents in this instant case only by e-mail and not by U.S. mail.
3. I understand that if my use of the Court's e-filing system is unsatisfactory, my e-filing privileges may be revoked and I will be required to file documents in paper, but will continue to receive documents via e-mail.
4. I understand that I may not e-file on behalf of any other person in this case.
5. I have regular access to the technical requirements necessary to e-file successfully:

*Check all that apply.*

- A Computer with internet access.
- An email account on a daily basis to receive notifications from the Court and notices from the e-filing system.
- A scanner to convert documents that are only in paper format into electronic files.
- A printer or copier to create required paper copies such as chambers copies.
- A word-processing program to create documents; and
- A PDF reader and a PDF writer to convert word processing documents into PDF format, the only electronic format in which documents can be e-filed.

Date: \_\_\_\_\_

Signature: /s/ Mark Anthony Ortega